

NAME CHANGE BROCHURE

These forms were prepared in June 1991 as a service to the public by Steven Lee Lauer, Virginia State Bar Number 32110, in his individual capacity. These forms have been continuously updated in accordance with the Virginia Code Section Users of these forms are instructed to consult personally Va. Code § 8.01-217 and any other applicable Code sections. These forms are not provided as or intended to replace legal assistance. *No guarantee of any kind is given regarding their application to any particular case. No warranties are given, and the user waives all warranties, including but not limited to the implied warranty of merchantability.*

You are advised to consult an attorney in this matter. To locate an attorney available to assist you, please call Virginia Lawyer's Referral Service (1-800-552-7977) or The Fairfax Bar Association Lawyer Referral Service (703-246-3780). If you decide to proceed on your own, you will be expected to follow the same procedures as an attorney. Please DO NOT ask Court personnel for legal advice. Court personnel are prohibited by state law to give you legal advice or assistance.

STEP ONE:

1. A name change may not be sought for any fraudulent purpose or if it will infringe upon the rights of another.
2. You must submit the Name Change to the Circuit Court of the County in which you live.
3. Read the description page and choose the section of sample forms which applies to your situation. If none of the descriptions apply to you, then you should not use these forms. The areas shaded in grey on the forms should be completed with information specific to your situation.

STEP TWO:

Preparing and Filing your Name Change Documents

1. The Petition and Order must be typed double space and submitted on separate 8 1/2" by 11" white paper; *they may NOT be typed onto one piece of paper.*
2. To file your Name Change you must have the following:
 - A. A notarized original Petition plus two copies of the notarized Petition.
 - B. An original Order. The order shall contain no identifying information other than the applicant's former name or names, new name, and current address.

FILING FEE:

\$31.00 Filing Fee No personal check or credit cards are accepted.

The Filing fee must be paid by cash, certified check or money order payable to:

Clerk of the Circuit Court
4110 Chain Bridge Road
Fairfax, Virginia 22030

Attention: Civil Intake/Name Change

- C. Name Change documentation may be submitted by mail or in person.

In person: Bring your notarized Petition and two copies, the Order, a self-addressed, stamped envelope and filing fee to the third floor Civil Intake Counter of the Circuit Court Monday through Friday from 8:00am until 3:30pm.

By mail: Send your notarized Petition and two copies, the Order, a certified check or money order for the filing fee, and two self-addressed, stamped envelopes to the address listed above. A date stamped copy of the Petition will be returned to you for your records.

3. Upon filing, the court will assign a Law Number to your specific case. This is the number by which the Court references your case. The number should appear on all documents regarding your case, and should be used when contacting our office for information.
4. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change, you will receive a certified copy of the Order. At the time of filing, if you know that you would like more than one certified copy of the Order you may pay an extra \$.50 for each page of the Order and \$2.00 (cash or money order) for each certification desired at the time of filing. You may also write our office at a later date requesting certified copies; include the case number, a self-addressed, stamped envelope and a money order for the copies requested.

To check the status of your case you may contact Civil Case Information by calling:

691-7320

Press #3, Press #1, and Press 0

INFORMATION FOR PETITIONERS WHO DESIRE TO CHANGE THE NAME OF THEIR CHILD OR WARD.

1. The consent of BOTH parents must be obtained to change a child's name.
2. If one of the parents does not consent by joining in the Petition, the Petitioner must place the case on the Courts Friday Motions Day Docket without a Judge at 9:00 a.m.. The Petitioner must serve the non-joining parent in accordance with Virginia Code Section § 8.01-296. The non-joining parent must be served with a copy of the Petition, the proposed Order, and the Praecipe setting the hearing date. If the non-joining parent appears at the hearing to contest the name change, the matter will be heard by a Judge at 10:00 a.m.
3. If the location of one of the parents is unknown, then an Affidavit and Order of Publication must be submitted. A publication can be done in any Newspaper where the Newspaper has been authorized by this Court to print legal notices and publications in accordance with §8.01-324. An Order of Publication shall be published in a newspaper prescribed by the court pursuant to §8.01-317. The Order must be published for four consecutive weeks. The amount of times that the publication is in the newspaper is prescribed by statute. The Court currently utilizes the Fairfax Journal and the Washington Times.

Fairfax Journal	\$25.00
Washington Times	\$25.00

The following documentation must be completed and typed on the appropriate form for Publication:

- A. Affidavit for Order of Publication. See form on page 21.
 - B. Order of Publication. See form on page 22.
 - C. At time of filing the name change forms, submit the following documentation:
 - ☐ Affidavit for Order of Publication
 - ☐ Order of Publication
 - ☐ A copy of the petition for Name Change to be served by Publication
 - ☐ An envelope addressed to the individual being served by publication at their last known address, if known.
 - ☐ A completed certified mail receipt or registered mail receipt and appropriate fees for such mailing. (Certified Mail \$3.00 Registered Letter/Overseas Service \$4.95)
 - ☐ Certified check or Money Order payable to the selected Newspaper.
 - D. Publications for the Fairfax Journal or Washington Times, the Petitioner must submit a check payable to the specific Newspaper. If additional fees are required, the newspaper will bill the petitioner or counsel. For publications in a Newspaper other than the Fairfax Journal or Washington Times, the petitioner must make specific arrangements with that Newspaper. The Court will process the Order of Publication, but the petitioner will make arrangements to have the documentation delivered to the newspaper for publication.
 - E. Following the publication, the newspaper will file a "proof of publication" with the Court.
 - F. The file will be submitted to a Judge. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change for your child, you will receive a certified copy of the Order.
4. If the mother was NOT married at the time of birth and the father's name is NOT on the Birth Certificate, the mother may ADD the father's name to the Birth Certificate and thus change the child's last name to the father's last name. To add the father's name to the Birth Certificate, go to the Joseph Willard Health Center at 3750 Old Lee Highway in Fairfax (Phone 703-246-7100). They will provide you with the forms to add the father's name to the Birth Certificate and to change the child's last name from the mother's to the father's last name.
 5. If the couple were married at the time of birth and the mother did not place the father's name on the Birth Certificate (falsifying records) then a Petition and Order must be submitted to the Court. We strongly suggest that you contact an attorney or complete research at the Fairfax County Law Library located in the Fairfax County Courthouse, third floor.

The instructions in this document are available in alternate format upon written request. Please direct your request to: Public Services Division Manager 691-7320 (Press #3, Press #1, Press #1 and Press #2) or TDD 934-1296 (Virginia Relay 1-800-828-1120). Allow 7 days for preparation of the material.

NAME CHANGE DESCRIPTION PAGE

Pages Petition and Order for use by a petitioner who:

- 5,6 1. desire to change their own name, AND;
2. has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;
3. has never had a previous change of name.
- 7,8 1. desire to change their own name, AND;
2. has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;
3. has previously had one or more changes of name.
- 9,10 1. desire to change their own name, AND;
2. has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;
3. has never previously had a change of name.
- 11,12 1. desire to change their own name, AND;
2. has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;
3. has previously had one or more changes of name.

FOR MINOR CHILDREN OR WARDS:

Pages Petition and Order for use by a petitioner who:

- 13,14 1. desire to change the name of their minor child or ward, AND;
2. in the case of a minor child, each living parent of the minor joins in the petition, AND;
3. the minor or ward has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;
4. the minor or ward has never previously had a change of name.
- 15,16 1. desire to change the name of their minor child or ward, AND;
2. in the case of a minor child, each living parent of the minor joins in the petition, AND;
3. the minor or ward has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;
4. the minor or ward has previously had one or more changes of name.
- 17,18 1. desire to change the name of their minor child or ward, AND;
2. in the case of a minor child, each living parent of the minor joins in the petition, AND;
3. the minor or ward has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;
4. the minor or ward has never previously had a change of name.
- 19,20 1. desire to change the name of their minor child or ward, AND;
2. in the case of a minor child, each living parent of the minor joins in the petition, AND;
3. the minor or ward has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;
4. the minor or ward has previously had one or more changes of name.

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VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law
SAMPLE

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of _____.

The petitioner desires a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name).

The current address of the petitioner, including street, city, state and zip code of residence is

_____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has never previously had a change of name.

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number () -

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, _____.

Deputy Clerk/Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law _____

ORDER

SAMPLE

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The current address of the petitioner, including street, city, state and zip code of residence is _____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has never previously had a change of name.

ADJUDGED, ORDERED and DECREED that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)
Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

SAMPLE
At Law

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of _____.

The petitioner desires a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name).

The current address of the petitioner, including street, city, state and zip code of residence is

_____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has previously had a change of name or changes of name, as follows:
(LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number () - _____

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/ Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, _____.

Deputy Clerk/Notary Public

My Commission expires: _____

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

ORDER

SAMPLE

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The current address of the petitioner, including street, city, state and zip code of residence is _____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has previously had a change of name or changes of name, as follows:
(LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)")

ADJUDGED, ORDERED and DECREED that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)

Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

PETITION FOR CHANGE OF NAME

SAMPLE

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of _____.

The petitioner desires a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name).

The current address of the petitioner, including street, city, state and zip code of residence is

_____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has never previously had a change of name.

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number () -

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, _____.

Deputy Clerk/Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

ORDER

This day came the petitioner, seeking to change their name.

SAMPLE

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The current address of the petitioner, including street, city, state and zip code of residence is _____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has never previously had a change of name.

ADJUDGED, ORDERED and DECREED that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)

Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of _____

At Law _____

(Current Legal Name)

to (New Name Requesting)

PETITION FOR CHANGE OF NAME

SAMPLE

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of _____.

The petitioner desires a change of name for the following reasons:

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name).

The current address of the petitioner, including street, city, state and zip code of residence is

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has previously had a change of name or changes of name, as follows:
(LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)".

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number () - _____

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, _____.

Deputy Clerk/Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law _____

ORDER

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

SAMPLE

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The current address of the petitioner, including street, city, state and zip code of residence is _____.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has previously had a change of name or changes of name, as follows:
(LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

ADJUDGED, ORDERED and DECREED that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)
Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner(s) seeking a change of name for their child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of _____.

The petitioner(s) desire(s) a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is (Child's Current Legal Name).

The current address of the child/ward, including street, city, state and zip code of residence is

_____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward is (City AND State OR Country).

The child/ward has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward has never previously had a change of name.

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number () - _____

*******If there are TWO petitioners, EACH Petitioner's Signature must be notarized.*******

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____.

Deputy Clerk/ Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law _____

ORDER

This day came the petitioner(s), seeking to change the name of their minor child/ward.

IT APPEARING to the Court that:

SAMPLE

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward's is (City AND State OR Country).

The current address of the child/ward, including street, city, state and zip code of residence is _____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward has a no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward has never previously had a change of name.

ADJUDGED, ORDERED and DECREED that the name of the child/ward is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)
Signature(s) of Petitioner(s)

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner(s) seeking a change of name for their child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of _____.

The petitioner(s) desire(s) a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is (Child's Current Legal Name).

The current address of the child/ward, including street, city, state and zip code of residence is

_____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward is (City AND State OR Country).

The child/ward has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward has previously had a change of name or changes of name, as follows:
(LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number () -

*******If there are TWO petitioners, EACH Petitioner's Signature must be notarized.*******

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, _____.

Deputy Clerk/Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

ORDER

SAMPLE

This day came the petitioner(s), seeking to change the name of their minor child/ward.

IT APPEARING to the Court that:

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward's is (City AND State OR Country).

The current address of the child/ward, including street, city, state and zip code of residence is _____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward has a no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward has previously had a change of name or changes of name, as follows:
(LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)".

ADJUDGED, ORDERED and DECREED that the name of the child/ward is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law _____

SAMPLE

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner(s) seeking a change of name for their child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of _____.

The petitioner(s) desire(s) a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is (Child's Current Legal Name).

The current address of the child/ward, including street, city, state and zip code of residence is

_____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward is (City AND State OR Country).

The child/ward has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The child/ward has never had a change of name.

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number () -

*******If there are TWO petitioners, EACH Petitioner's Signature must be notarized.*******

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____,

Deputy Clerk/Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law _____

ORDER

SAMPLE

This day came the petitioner(s), seeking to change the name of their minor child/ward.

IT APPEARING to the Court that:

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward's is (City AND State OR Country).

The current address of the child/ward, including street, city, state and zip code of residence is

_____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward has a no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward has never previously had a change of name.

ADJUDGED, ORDERED and DECREED that the name of the child/ward is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)
Signature(s) of Petitioner(s)

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law _____

(Current Legal Name)

to (New Name Requesting)

SAMPLE

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner(s) seeking a change of name for their child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of _____.

The petitioner(s) desire(s) a change of name for the following reasons:

_____.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is (Child's Current Legal Name).

The current address of the child/ward, including street, city, state and zip code of residence is

_____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward is (City AND State OR Country).

The child/ward has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The child/ward has previously had a change of name or changes of name, as follows:
(LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)".

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number () -

*******If there are TWO petitioners, EACH Petitioner's Signature must be notarized.*******

IN THE STATE OF VIRGINIA, COUNTY OF _____:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared _____, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, _____.

Deputy Clerk /Notary Public

My Commission expires:

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of
(Current Legal Name)
to (New Name Requesting)

At Law
SAMPLE

ORDER

This day came the petitioner(s), seeking to change the name of their minor child/ward.

IT APPEARING to the Court that:

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward's is (City AND State OR Country).

The current address of the child/ward, including street, city, state and zip code of residence is _____.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The child/ward has previously had a change of name or changes of name, as follows:
(LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

ADJUDGED, ORDERED and DECREED that the name of the child/ward is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this _____ day of _____, _____.

JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)
Signature(s) of Petitioner(s)

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

IN RE: CHANGE OF NAME FOR MINOR CHILD : AT LAW # _____

FROM: _____ TO: _____
(CURRENT LEGAL NAME OF CHILD) (NEW NAME REQUESTING)

AFFIDAVIT FOR SERVICE BY PUBLICATION

Comes now _____, Petitioner herein, seeking service on _____, the natural parent by ORDER OF PUBLICATION, and who under oath deposes and states under oath that the Natural Parent in this cause,

9

Is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;

OR

9

Cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;

OR

9

Cannot be served with court process, and that a return has been filed by the Sheriff which shows that the process has been in his or her hands for twenty-one (21) days and the Sheriff has been unable to make service;

OR

9

OTHER:

_____ and last
known mailing address of Natural Father/Mother is as follows:

Name _____

Address _____

OTHER INFORMATION: _____

Explanation of circumstances: _____

Signature of Petitioner

Counsel for Petitioner

TO BE COMPLETED BY A NOTARY PUBLIC/OR DEPUTY CLERK

In the Commonwealth/State of:

In the County of :

Subscribed and sworn to before me by _____ this _____ day of _____, _____.

Notary Public/Deputy Clerk

My Commission Expires:

VIRGINIA:

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

IN RE: CHANGE OF NAME FOR MINOR CHILD : AT LAW#

FROM: _____ TO: _____

(CURRENT LEGAL NAME OF CHILD)

(NEW NAME REQUESTING)

ORDER OF PUBLICATION

The reason for this cause is to obtain name change of minor child.

An affidavit having been made and filed showing that the Natural Parent in the above-entitled cause is

9

Is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;

OR

9

Cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;

OR

9

Cannot be served with court process, and that a return has been filed by the Sheriff which shows that the process has been in his or her hands for twenty-one (21) days and the Sheriff has been unable to make service;

OR

9

OTHER:

and last known mailing address of Natural Father/Mother is as follows:

Name _____

Address _____

TO BE COMPLETED BY CLERK'S OFFICE

Upon consideration, this Order of Publication is granted, and it is ORDERED that the above named Natural Parent shall appear here on or before ____ day of _____, ____ after proper publication of this Order, to protect his/her interest in this cause.

ENTERED: _____

TESTE: JOHN T. FREY, CLERK

BY:

DEPUTY CLERK

Signature of Petitioner or Counsel for Petitioner

Address: _____

Phone Number: _____